

265003/10/03

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: POLICE PROPERTY SPECIALIST

DEFINITION

Under general supervision, to perform responsible work in receiving, cataloging, storing, releasing and disposing of evidence and property; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level, non-supervisory class in the Police Property series. Incumbents perform all phases of police property maintenance, retention and disposal work, which includes the use of electronic data base inventory systems. Incumbents perform a variety of difficult and responsible clerical operations, which involve the application of specialized training and experience gained in the organization or similar type of organization.

REPORTS TO: Police Property Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Property Supervisor. May receive functional and technical supervision from higher level sworn or non-sworn Police Department staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Receive, catalog, store and maintain evidence and property taken into custody.
- Check for safe and proper packaging of property and evidence; perform specialized handling of drugs, firearms, biological, chemical and other critical property and evidence; maintain custody of hazardous materials and notify concerned agencies.
- Maintain chain of evidence for investigation and prosecution including drugs, guns, recovered stolen property, jewelry and other property for safekeeping.
- Receive, verify and deposit cash seizures; prepare check requests for the return of funds to rightful owners.
- Release and/or transport evidence to crime laboratory or to officers for court hearings; release property to rightful owners; maintain comprehensive records of each transaction and final disposition of property.
- Testify in court as required as to evidence handling procedures and chain of custody.
- Maintain files and logs pertaining to property control; review property control reports for property description accuracy.
- Inventory equipment and property on a periodic schedule; research and locate missing items.
- Operate a forklift to move or store evidence and property.
- Participate in coordinating periodic auctions; identify items to be auctioned and complete forms to release items; finalize disposition records of property.
- Participate in organizing and conducting legal and safe destructions for the following types of materials: firearms, chemical disposal, bio-hazardous materials and narcotics.

- Provide property/evidence related information to the public and other agencies in accordance with applicable codes, regulations, laws and departmental policy.
- Access County, State, Interstate and Federal law enforcement records, automated data and information systems for the purpose of retrieving, updating and purging the database.
- Prepare teletype requests to run serialized firearms; input data from all seized firearms into the California Law Enforcement Telecommunications System.
- Process, index, type, transcribe, maintain and retrieve a high volume of police data, reports and records of criminal investigation, arrests, accidents, complaints and incidents.
- Operate a microfilm printer/developer system and other related specialized equipment.
- Verify status of warrants and return recalled warrants to court.
- Type cards, memos, reports and related documents.
- Purge, file, seal and destroy records in compliance with laws, regulations, court orders and established departmental procedures.
- Route phone calls and messages and provide related clerical support including collecting, duplicating and distributing messages.
- Serve in Police Records as required.

QUALIFICATIONS

Knowledge of:

- Modern office practices, procedures, machines and equipment.
- Business correspondence and effective writing techniques.
- Techniques involved in classifying, indexing, processing, filing and retrieving property and evidence.
- Safe and proper practices in proper packaging, handling and storing of drug, chemical, biological and other critical evidence.
- Police records, electronic databases and information systems.
- Applicable statutes and case law regarding storage of, accountability for and disposition of, found property and physical evidence.

Ability to:

- Perform duties such as filing, duplicating, typing, operating a computer terminal and maintaining a detailed and accurate records.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Comprehend, interpret, apply and explain laws, codes, regulations and policies and procedures.
- Exercise independent judgement.
- Interact with the public and fellow employees courteously and tactfully.

- Maintain the confidentiality of privileged information.
- Climb stairs and lift items weighing up to 50 pounds.
- Work in close, confined quarters and in a non-climate controlled environment.
- Read a map to be able to respond to off-site locations, which may include responding to crime scenes or search warrant locations outside of the City limits.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Two years of experience performing specialized clerical or technical duties in a law enforcement agency. Experience in receiving, cataloging, storing, releasing and disposing of evidence and property in a law enforcement agency is desirable.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Must be able to work weekends, holidays, nights and rotating shifts, and be subject to call back as required/scheduled.

Must be able to pass an intensive police background investigation.

Must be able to drive and maneuver the assigned Property Van(s) to transport property and evidence to necessary processing locations.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Police Property Specialist

TO: Police Property Supervisor